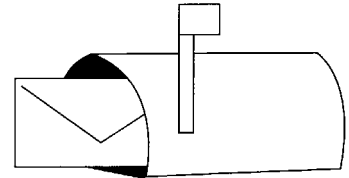


# Faster Than the Pony Express: Sending E-Mail

If you own a computer, chances are you've either sent or received e-mail. What's so special about e-mail? It's fast and convenient. E-mail messages are received instantly; and depending on the computer used, you can also send and receive pictures and voice messages with your mail. Traditional snail mail simply can't compare to the speed of the computer.

Writing a letter that is to be sent by e-mail is a little different than writing a letter that is to be sent through the postal service. One of the main differences is that all e-mailed letters are typed. Another obvious difference is there is no stamp or envelope needed. There are a few rules you need to follow when sending and receiving e-mail.



- Do not write in all capital letters. IT LOOKS LIKE YOU ARE YELLING WHEN YOU DO THIS!
- Do include a salutation. It makes the letter more personal.
- Do use correct capitalization and punctuation.
- Do check your spelling.
- Do not say anything you might regret. Once you hit the send button, your e-mail has been electronically mailed.
- Do reply promptly to e-mail that requires a response from you.

E-mail does not require a written signature. Since the letter is not printed on paper, a signature is not required. You can, of course, type your name at the end of the letter if you wish. Also, you do not need to include the date. Mail that is sent via the computer automatically includes the date. If you are planning to send an e-mail, the screen will show a display that looks similar to this:

Send To:

Subject:

The e-mail address of the person who is receiving the letter should be placed in the "send to" box. You do not have to fill in the "subject" box, but it is a good idea to put some type of note to let the reader know what the letter will be about. For example, if you are writing to tell the person about your dog's trip to the veterinarian, you might write "Duncan's checkup."

# Faster Than the Pony Express: Sending E-Mail *(cont.)*

**Directions:** Your best friend, Taylor, has just moved to Florida and can't wait to hear from you and catch up on all the gossip at school. Your parents won't let you make any long distance calls, and you're too cheap to go and buy a stamp. Thank goodness for e-mail.

Taylor's e-mail address is QTPie@abc.com. Write Taylor a letter on your computer screen below. Use your imagination and pretend it's a laptop computer.

Send to:

Subject:

# Faster Than the Pony Express: Sending E-Mail *(cont.)*

## Sample Lesson Page

Send To: QTPie@abc.com

Subject: Problems at my house

Dear Taylor,

I hope you are doing well in Florida. Since you moved, things here haven't been the same. Everyone at school misses you, and they all wanted me to tell you they send their best wishes.

I hope I will get to see you this summer when we go on vacation, but I'm not sure if we are going to get to go on a vacation or not. My little brother, Bobby, has been grounded, and Dad says we may not go anywhere. I am upset, but I have to say he deserves to be grounded after what he did.

Last week my parents left Bobby alone at the house while they went out with some friends. Thank heavens I was out shopping with Tammy. While they were gone, my brother had this idea to try and cook some brownies. He knows he's not supposed to use the stove while my parents are gone, but I guess the brownies were calling his name louder than my parents' warnings were.

To make a long story short, Bobby totally destroyed the kitchen. He caught the stove on fire when he was putting butter in the pan. He put the fire out by throwing flour on it and suffocating the flames, but then there was flour all over the counters, the appliances—I mean, everywhere. He decided to try and cleanup some of the mess before my parents got home, so he put the rest of the dishes in the dishwasher. Unfortunately, he grabbed the *dishwashing* liquid instead of the *dishwasher* liquid. When he started the machine, soapsuds went everywhere. The kitchen floor was completely flooded.

I arrived shortly before Mom and Dad and was greeted with bubbles in my face when I opened the back door. Luckily, I had cleared them away enough that I was able to see the expression on Mom and Dad's faces when they walked through the door. I had my camera ready, but they were not amused, so now I am grounded too, but at least I have the picture.

Well, that's all for now. Let me know how things are going in your life. I miss you. Write me back as soon as you can.

Love ya,

Ann Marie